Session 5: Module 6 - Risk Factors/High Risk

SCRIPT

Description	Text
1. Introduction	Welcome to Session 5 Module 6
2. Start	\<no script\>
3. \<rf\>	We've started a certification for Sunny Day who is new to WIC and breastfeeding.
	Although we've completed Demographics, let's click on the link anyway.
4. \<rf1\>	Two things to notice: she is breastfeeding...
	...and if you click the AdditionalInfo1 tab...
5. \<rf2\>	…and she lives in a Household where someone smokes.
	We know that the system will auto-assign Risk Factor 904 - Exposure to Environmental Tobacco Smoke when Yes is selected in the Household Smoking field, right?
	Click OK.
6. \<rf3\>	However, no risk factors have been system-assigned yet.
	Why not?
	In M-SPIRIT, risk factors are dependent on three things: WIC Category, Age Category and Amount of Breastfeeding.
7. \<rf4\>	Let's open the Risk Factors/High Risk screen.
8. \<rf5\>	Looks pretty blank, doesn't it? There aren't even any risk factors listed in the Available grid.
	For breastfeeding women especially, M-SPIRIT cannot even begin to suggest available risk factors until the Health Information screen, and specifically Amount of Breastfeeding, is completed.
	As a general rule, though, you should always complete Health Information before completing any other section (excluding Demographics).
	We'll come back to this screen but for now, click the Cancel button.
9. \<rf6\>	Again, notice the checkmark even though no risk factors have yet been assigned.
	Next, we are going to quickly complete the Health Information screen.
10. \<rf7\>	Now that Health Information has been completed, the system is able to assign risk factors based on criteria it can assess.

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	Next, we'll complete Height, Weight and Blood and the VENA section.
11. <rf8>	Again, more applicable risk factors have been system-assigned…
	...and once we complete the VENA section…
12. <rf9>	...the grid will display the risk factor we assigned in the VENA section, which was 361 - Depression.
	OK. So now let's take a look at the High Risk Factors/High Risk screen. Go ahead and open it.
13. <rf10>	That looks better, doesn't it?
	This time the Available grid is auto-populated with all the risk factors that can be assigned to a participant based on their WIC Category…
	...and only includes those risk factors that have not yet been assigned either by the system or in the VENA section.
	You can view the entire list by using the scroll bar on the right.
	Click on the scroll bar and we'll quickly scroll through the list.
14. <rf11>	<no script>
15. <rf12>	Let's click the Search button next.
16. <rf13>	The Risk Factor Search window finds a risk factor in the Available grid based on either a key word or the number.
	The default is Description.
	If you use the Search function, always use a word unique to the risk factor since all risk factors that match will be selected in the grid.
	For example, the word "history" is used in many risk factor descriptions but "Preterm" is unique to risk factor 304.
	Type: failure into the Description field and press the Enter key or click the OK button.
17. <rf14>	The grid automatically scrolls to a matching risk factor.
	The Select button moves the highlighted risk factor from the Available grid to the Selected grid.
	Since a nutrition risk factor must always be assigned, click the Select button to assign 401 to Sunny.

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18. <rf15>	Once a risk factor has been CPA-assigned by being added to the Selected grid, the Remove icon becomes enabled.
	The Remove icon moves CPA-selected risk factors highlighted in the Selected grid back to the Available grid.
	Click the Remove button.
19. <rf16>	You can multi-select risk factors in the Available grid by using the Shift or Ctrl keys on your keyboard.
	Hold the Ctrl key down and click on 427 – Inappropriate Nutrition Practices for Women.
20. <rf17>	...and both risk factors are highlighted.
	Click the Select button again…
21. <rf18>	However, you can only remove one risk factor at a time from the Selected grid.
	Hold your Ctrl key down and click on 427 – Inappropriate Nutrition Practices for Women.
22. <rf19>	Only 427 is highlighted.
	Click the Remove button since we don't want to actually assign 427.
23. <rf20>	Let's click the Remove button one more time.
24. <rf21>	Now click the Search button again.
25. <rf22>	This time, we'll search by risk factor ID. Click the Number radio button.
26. <rf23>	When searching by ID number, you must enter the entire ID. The system does not recognize only one or two digits.
	Type 401 into the Number field and press Enter or click the OK button.
27. <rf24>	OK. One last time, click the Select button.
28. <rf25>	Go ahead and click on the High Risk checkbox.
29. <rf25A>	The High Risk checkbox is enabled except when it is auto-selected by the system.
30. <rf26>	When auto-selected, the checkbox is disabled.
	Certain risk factors automatically cause high risk to be selected when assigned, such as Risk Factor 134 - Failure to Thrive.
	For other risk factors, high risk is only auto-selected by M-SPIRIT when certain thresholds are met.

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Description	Text
	Some risk factors have pre-defined high risk thresholds so that the High Risk checkbox selection is fully intergrated into the risk factor criteria
	Once the system assesses the criteria, it evaluates whether the high risk threshold is met and auto-selects the High Risk checkbox if it is.
	In M-SPIRIT, some risk factors have pre-defined high risk thresholds so that the High Risk checkbox selection is fully integrated into the risk factor criteria.
	Once the system assesses the criteria, it evaluates whether the high risk threshold is met and auto-selects the High Risk checkbox if it is.
31. Important	This is important: If the system auto-selects the High Risk checkbox, it will be disabled and you, the CPA, will not be able to de-select it or over-ride the system.
32. RF1	For more information about Risk Factors and their High Risk criteria, please refer to the Montana WIC State Plan Policy 5-12.
33. <rf27>	Although selection of the High Risk checkbox is based on specific risk factors and their criteria and thresholds being met…
	...notice that the checkbox itself is not associated with a specific risk factor.
	There is no indication which risk factor triggered its selection.
	Click the High Risk checkbox to de-select it.
34. <rf27A>	We still have to discuss the history section and the Risk Factors Details Guide button, but let's close the screen first.
	Click OK.
35. <rf27B>	The High Risk checkbox is always disabled on the main CGS screen.
	It simply displays whether or not the High Risk checkbox has been either system or CPA-selected.
	Before we re-open the Risk Factors/High Risk screen, notice that 401 has been added to the grid on this screen.
	Open the Risk Factors/High Risk screen one last time.
36. <rf27C>	The left side of the screen displays the participant's risk factor history.

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	If the participant has previous certifications…
37. <rf27D>	...such as Rainie, all previous certification periods and assigned risk factors display.
	The most recent certification attempt always displays on the bottom and is expanded for easy viewing of the currently assigned risk factors.
	You can view previously assigned risk factors by clicking on the + (plus) next to each cert period.
	Click the + next to Rainie's last cert period from 4/14/10 - 10/14/10.
38. <rf27E>	The record expands to display the previously assigned risk factors.
	You can also double-click on a cert record to expand its contents.
	Double click on the 9/29/2010 - 03/29/2010 cert record.
39. <rf27F>	<no script>
40. <rf28>	Back in Sunny's CGS, you'll also notice the V, S and C in front of each risk factor.
	These indicate whether the risk factor was assigned during VENA, by the system, or by you, the CPA.
	You cannot over-ride M-SPIRIT and remove any system-assigned risk factors.
	Nor can you remove any risk factors assigned during VENA from within this screen.
	Risk factors assigned in the VENA section can only be deleted by editing the VENA contact, which we learned how to do in module 5.
	The only risk factors you can assign or remove from within this screen are those you've assigned.
	The last aspect of this screen to review is the Risk Factors Guide button.
	Click the Risk Factors Details Guide button.
41. <rf29>	The Risk Factor Guide opens in Microsoft Excel.
	Since the information is shared by all the states using the system, this format allows it to be edited by the State office and make it specific to the Montana WIC Program.

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	The information includes the Risk Factor codes and descriptions that are applicable to the participant's WIC Category.
	You can use the scroll bar to view the contents.
	Go ahead and click on the scroll bar to page down...
42. <rf30>	...and click it again...
43. <rf31>	However, we suggest you use the Find & Select function on the Home tab in MS Excel to more effectively find information.
	Click the Find & Select icon.
44. <rf32>	Select Find in the menu.
45. <rf33>	You can type a number, word, or phrase that you are looking for in the Find what field.
	Before we do that though, there is an easier way to open the Find function.
	So, for now, click Close.
46. <rf34>	To quickly open Find, simply hold the Ctrl key down and press the F key on your keyboard (or Ctrl + F). Watch while we do Ctrl + F.
47. <rf35>	SO MUCH FASTER!
	OK, now let's type 401 into the Find what field and press the Enter key or click the Find Next button...
48. <rf36>	...and Excel finds the next time 401 appears in the document.
49. <rf37>	We are done reviewing this screen. Click OK to exit.
50. <rf38>	The system requires that at least one applicable risk factor be assigned to complete the certification.
	You do not have to open the Risk Factors/High Risk screen as long as you, the CPA, have assigned all applicable risk factors (for example, via VENA).
	We still have a bit more Risk Factor functionality to review. We are going to switch to another participant's folder.
51. <rf39>	This is Pinot who is a high risk participant. Do you remember how you can tell that?
	Yep. The yellow tabs.
	Click the Risk Factors tab.
52. <rf40>	The Risk Factors tab displays the same information as the "history" section in the CGS screen.

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	It also functions exactly the same. That is, you can click the plus or double click the cert record to expand it and display the assigned risk factors
	As long as a participant is in a current cert you can modify CPA-assigned risk factors from within the Participant Folder.
	Since today's date is 10/21/2010, we can see that Pinot is in a current certification.
	Since today's date is 10/21/2010, we can see that Pinot is in a current certification.
	Like many functions available in the Participant Folder, you must go to the Participant Activities menu to assign risk factors.
	Click on the Participant Activities menu.
53. <rf41>	Select Assign Risk Factors.
54. <rf42>	<no script>
55. <rf43>	Looks familiar, doesn't it?
	This screen functions exactly the same as the Risk Factor/High Risk screen in the CGS.
56. RF2	Although risk factors should typically be completely assessed and assigned before providing nutrition education to a participant during a certification appointment you may, on occasion, need to modify assigned risk factors after a certification has been completed.
	Assigning additional risk factors is required outside of cert appointment if an appropriate risk factor appears mid-cert.
	If substantive changes in a participant's medical, nutritional or health situation are identified at an additional education or follow-up visit, this information must be documented in notes to assure continuity of care.
57. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.